

Official Transcript Request for Retired & Separated Coast Guard Members

Purpose: The information and documents provided with this form will be used to complete an official transcript of college credits recommended by the American Council on Education (ACE) for educational experiences in the USCG for separated and retired personnel.

Instructions for Completion:

1. Complete a separate form for each transcript request.
2. **Attach legible, copies all Coast Guard DD-214's for all period of CG service, and/or course completion certificates /letters, and Advancement/Promotion Certificates that were not listed on your DD-214's.**
3. Type the information, if possible. If handwritten, **please write clearly and legibly.**
4. **INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED.**

SSN: _____

Phone: _____

Full Name: _____
Last Name First Name MI

Retired/Separated at Rate/Rank: _____ Date Retired/Separated: _____
(e.g. SN, YN3, LTJG)

Your Mailing Address: _____

Mail Official Transcript To:

ATTN: _____

University / College Name: _____ (No acronyms)

Address: _____

Address: _____

City, State, Zip _____

In accordance with the Privacy Act, 5 USC Section 552, Family Education & Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions without the applicant's written permission.

Please send my official USCG Transcript documenting my military learning experience based on the documents that I have attached to the address listed above. I understand that an official student transcript will be sent my home address listed above. My signature below certifies the foregoing information is true and accurate.

Signature: _____ Date: _____

MAIL COMPLETED FORM TO:

Commanding Officer (ve)
US Coast Guard Institute
5900 SW 64TH ST, Rm 228 MPB
Oklahoma City, OK 73169-6990